



Australian Government

Department of Agriculture,
Fisheries and Forestry

Request for Information Notice - Optional response template for processors Illegal Logging Prohibition Regulation 2012

Version 1 September 2023

General information

Purpose

This is an optional template that can be used by a processor of raw logs grown in Australia who has been issued a Request for Information Notice by the Department of Agriculture, Fisheries and Forestry.

It should be used in addition to other documentary evidence and not used as your due diligence process.

Where multiple loads of raw logs have been selected for audit, additional template pages may be required to be completed.

For more information

The department's [illegal logging compliance webpage](#) provides information to assist processors with how to respond to a Request for Information notice.

To request an electronic copy of this document, email your request to the Illegal Logging Compliance Assessment Team at ilca@agriculture.gov.au



Providing information about your due diligence process for the identified loads of raw logs

Items 2, 3 and 4 relate to the loads of raw logs identified in Table 1 of the Request for Information Notice.

Further information on due diligence requirements is available on the [department's due diligence webpage](#).

Provide a description of any attached documents at Appendix 1. There should be clear linkage from the documents provided to the raw log. This may involve showing distinct linkage between the documents and/or companies identified within the supply chain.

ITEM 2 – Information gathering

Provide copies of all the information that you gathered before processing the raw log.

ITEM 3 – Reasonable Risk Assessment

Indicate the risk assessment option(s) you undertook before processing the raw log and indicate which load of raw logs this applies to:

- Option 1** Timber Legality Framework (product was FSC or PEFC certified)
- Option 2** State Specific Guideline
- Option 3** Regulated risk factors (also required to be undertaken when the risk assessment against Option 1 or 2 was not low)

Timber load/consignment: _____

The level of risk that was determined for this product after conducting your risk assessment was

Low or Nil Greater than low

Provide your risk assessment, risk conclusion and all the supporting documents you utilised to inform your risk assessment.

ITEM 4 – Risk mitigation

Risk mitigation is required when you have undertaken a risk assessment against *Option 3 Regulated Risk factors* and determined the risk to be anything higher than low.

Provide copies of any risk mitigation steps you took before processing the raw log, and all supporting documentation that relates to your risk mitigation steps.

Acknowledgement of Country

We acknowledge the Traditional Custodians of Australia and their continuing connection to land and sea, waters, environment and community. We pay our respects to the Traditional Custodians of the lands we live and work on, their culture, and their Elders past and present.

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